

BOARD OF COUNTY COMMISSIONERS
Grant County, Washington

**RESOLUTION NOTICE OF HEARING TO ADOPT
THE ANNUAL UPDATE OF THE PUBLIC WORKS
SERVICES FEES POLICY**

RESOLUTION No. 23-

-CC

WHEREAS Grant County Department of Public Works has a Services Fees Policy via Resolution 22-069-CC; AND

WHEREAS Public Works desires to provide annual updates to their fees; AND

WHEREAS, Public Works has requested the Board of Commissioners consider updating the fees collected by their office and adopting an updated Fee Policy; AND

WHEREAS, A draft Public Works Services Fees Policy follows on attached EXHIBIT A, AND.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT the Grant County Board of Commissioners set a Public Hearing on the report and other related matters on August 22nd, 2023 at 3:15 pm,

DATED this Day _____ 2023.

**BOARD OF COUNTY
COMMISSIONERS
GRANT COUNTY, WASHINGTON**

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Rob Jones, Chair

ATTEST:

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Cindy Carter, Vice Chair

Barbara J. Vasquez, CMC
Clerk of the Board

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Danny E. Stone, Member

Grant County Public Works Operational Policy

PW #23-03



DRAFT

Public Works Services Fees Policy

PUBLIC WORKS DIRECTOR AUTHORIZATION

The preparation of this policy was authorized by me.
I recommend that this policy be approved.

Public Works Director

COUNTY ENGINEER STATEMENT

This policy has been prepared by me or was prepared
under my direct supervision. I have examined this policy
and I recommend that it be approved.

County Road Engineer

BOARD OF GRANT COUNTY COMMISSIONERS

Rob Jones, Chair

Cindy Carter, Vice-Chair

Danny E. Stone, Member

TABLE OF CONTENTS

PURPOSE AND SCOPE	3
2023 FEE SCHEDULE	3
BARS NUMBERS AND COST TRACKING	4
PAYMENTS	4
ANNUAL FEES UPDATES	4

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GRANT COUNTY PUBLIC WORKS POLICY

PUBLIC WORKS SERVICES FEES

Grant County Public Works is dedicated to ensuring Road Standards for both public and private work within rights-of-way, easements, and properties owned by Grant County. The following policy ensures that the costs for review, approval, and inspection of private projects be borne by the private developer. In addition, this policy provides for revenue and cost tracking of public works services and an annual fee update.

1. PURPOSE AND SCOPE:

The purpose of the Public Works Services Fees is to recover plans review costs, permit processing costs, SmartGov online permitting software costs, development inspection costs, equipment, and materials needed to provide quality private development services in a timely and cost-efficient manner.

2. 2023 FEE SCHEDULE:

Approach Permit	\$50
Right-of-Way Permit	\$100
Trail Permit	\$100
Dust Control Permit	\$ 0
Oversize/Overweight Permit	\$ 0
Vegetation Maintenance Permit	\$ 0 Initial, \$50 Reinstatement
Franchise Agreement Fees	\$500 to Public Works \$300 to Board of Commissioners
Short Plat Design Review	\$250 with Actual Costs Recovery above (5) Hours of Staff Review
Major Developments Review	\$500 with Actual Costs Recovery above (10) Hours of Staff Review
Engineering Plans Review by Consultant (Typically for Highly Specialized Work)	\$1,000 Deposit with Actual Costs Recovery
Right-of-Way Vacation and Consultant Appraisal	\$1,500 Deposit with Actual Costs Recovery
Misc. Engineering Reimbursable Work	\$500 Deposit with Actual Costs Recovery
Engineering Inspection Services	1.5% of Construction Costs or \$50, whichever is greater.
Address Markers	\$25 Each
Private Road Signs	\$250 Each

Highlighted fees are either new fees or changed fees from the previous year's schedule. Otherwise, all the fees are the same as the year before.

4. BARS NUMBERS AND COST TRACKING:

BARS numbers for each of the above Public Works Services will be setup for cost tracking. In addition, all Public Works Services Staff will be trained to allocate their services time to the appropriate BARS number.

5. PAYMENTS:

Public Works Services Fees will be taken at time of initial Public Works application intake. If the fees are not paid, the application shall be considered incomplete and rejected without processing. Services fee will be processed by Public Works through accounts receivable. Service fees payments can be made by check or cash. Credit cards cannot currently be processed by Public Works.

6. ANNUAL FEES UPDATE:

Public Works Services Fees will be reviewed and updated annually. There are two types of adjustments that occur with the annual updates as follows:

Annual CPI Inflation Adjustment: The fees may be adjusted annually with the West Coast CPI. The fee numbers will be rounded up to the nearest dollar, so as not to charge cents.

Annual Cost of Services Budgeting Adjustment: The fees may be adjusted annually to balance the cost of providing the service. The annual July budget review process will include an analysis of the previous year's engineering services costs and revenues. The September budgeting process will include a proposed Public Works Services Fee schedule update for the following year. The fee numbers will be rounded up to the nearest dollar, so as not to charge cents.

Fees are set by the County Engineer and subject to Board Approval annually.